

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES  
AND SERVICES FROM THE HANDICAPPED

P. O. Box 745  
Institute, West Virginia 25112

Minutes

November 13, 2002

F. Ray Power Building, Small Conference Room  
West Virginia Rehabilitation Center  
Institute, West Virginia

**ATTENDANCE:** Ken Kennedy, Everette Sullivan, Dennis Miller, Linda Maniak, Lee Dixon, Donna Prunty, Karen Byrd, WVARF: Steve King, Craig Greening, Chris Miller. Guests: Jan Smith and Phyllis Cantrell-Massey, Members of WVARF Executive Committee.

**APPROVAL OF MINUTES:** Ken Kennedy moved to accept the October Minutes as submitted. Motion seconded by Dennis Miller. Motion carried.

**FINANCIAL REPORT:** Ken reported that the budget for Fiscal Year 2003 is \$4,381.

Steve King indicated that the cost of the annual report would be approximately \$2,100; however, the Committee would only be invoiced in the amount of \$1,200, which was the cost for Fiscal Year 2002. WVARF will subsidize the remainder of the cost, if the Committee is unable to acquire additional funds.

Donna Prunty suggested that a budget be worked up for Fiscal Year 2004 to be presented to the Department of Administration asking for an increase in the budget amount. She indicated that it should reflect the increased costs that have occurred. Chris will put together the information regarding WVARF's expenses with regard to State Use reflecting the amount WVARF is subsidizing. Craig, Ken, Steve, and Chris will workup the budget and Donna will discuss it with Greg Burton.

**REPORT OF CHAIRMAN:** No report.

**REPORT OF EXECUTIVE SECRETARY:** No report.

**REPORT OF WVARF EXECUTIVE DIRECTOR:**

Steve King indicated that he and Chris would be in Court on the 14<sup>th</sup> with regard to the Shawnee Hills bankruptcy and the expenses owed to and by WVARF.

Steve reported that Green Acres has paid its fees in total.

Chairman: Lee Dixon

Members: Linda Maniak, Ken Kennedy, Donna Prunty, Dennis Miller, Everette Sullivan  
Ex Officio Members: Karen Byrd, Executive Secretary, Stephen King, Executive Director, West Virginia  
Association of Rehabilitation Facilities

Steve made some comments with regard to the Annual Report. He indicated there was an increase in wages from last year, the number of workers with disabilities had increased, and sales were at an all time high.

Steve informed the Committee there is a meeting of the WVARF Executive Committee and a Christmas luncheon at the Fifth Quarter on December 17. The Committee Members are invited; and, will receive more information in the mail soon.

Steve indicated that the Supra Annual Conference would be in Charleston, SC, on December 4-6, 2002.

### **CONTRACTS:**

**Contract Complaint** – Craig Greening indicated that there have been complaints regarding Green Acres; however, the supply of water has improved very slightly.

**Contract Presentations** – Craig Greening distributed handouts on the following new contracts and made brief comments:

1. Non-reoccurring State Use Projects Report
2. BEP – Martinsburg
3. BEP -- Welch

Craig Greening provided handouts of five renewal contracts, and gave an update.

1. SWC – 5 gallon/cooler water
2. SWC – Presort/standard Mail
3. SWC -- Microfilming
4. Air Quality – New Creek
5. Grievance Board -- Charleston

**Donna Prunty moved to accept the new and renewal contracts as submitted. Ken Kennedy seconded the motion. Motion carried.**

### **OLD BUSINESS:**

1. **Gross Revenues/Aged Receivables:**

Chris Miller provided a handout showing gross revenues and aged receivables. He reported gross revenues from WVARF contracts to date are \$9,214,002. Aged Receivables 61 days and over are 8.01% or \$96,764.

**2. Legislative Rule Status:** No additional action.

**3. Application Approval:** WVARF received three applications – Healthways, Inc. (Brooke County Opportunity Center, Sheltered Workshop of Nicholas County, and Wyoming County Workshop). Craig will send out another reminder.

**Everette Sullivan made a motion to accept the applications; Donna Prunty seconded the motion; motion carried.**

**4. Ratio Report and Update:** No new update until February. Will report as Quarterly State Use Reports information is available.

**5. P/card Fee Update:** Tabled until next meeting.

#### **NEW BUSINESS:**

**1. Meeting Dates for January through June 2003:** Following are the dates for the Committee for the next six months. They will be held in the Small Conference Room of the P&P Building:

January 8, 2003  
February 19, 2003  
March 19, 2003

April 16, 2003  
May 21, 2003  
June 18, 2003

It was decided that the meetings will begin at 9:30 a.m. instead of 10:00 a.m. to allow more time for discussion.

**Costing Review:** Tabled.

#### **OTHER BUSINESS:**

There being no other business, **Ken Kennedy made a motion to adjourn. Dennis Miller seconded. Motion carried.**

Governor's Committee on the Purchase of Commodities

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**The next meeting is scheduled for January 8, 2003, 9:30 a.m. , in the Small Conference Room at the Rehabilitation Center, Institute.**

Chairman: **Lee Dixon**

Members: **Linda Maniak, Ken Kennedy, Donna Prunty, Dennis Miller, Everette Sullivan**

Ex Officio Members: **Karen Byrd**, Executive Secretary, **Stephen King**, Executive Director, West Virginia  
Association of Rehabilitation Facilities